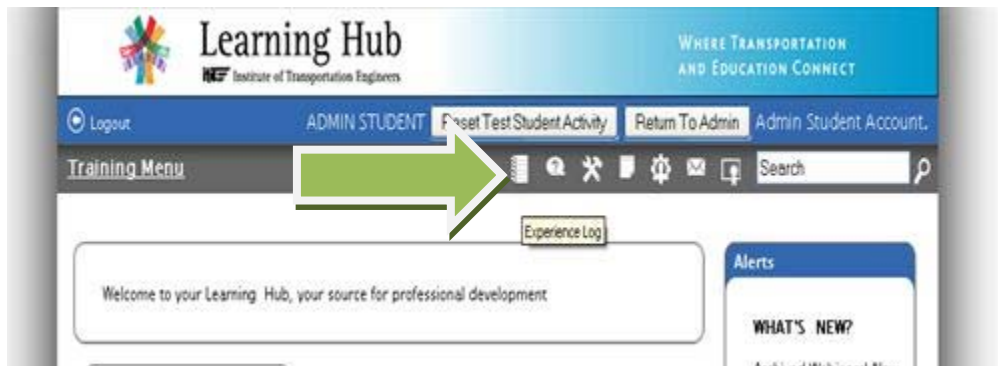


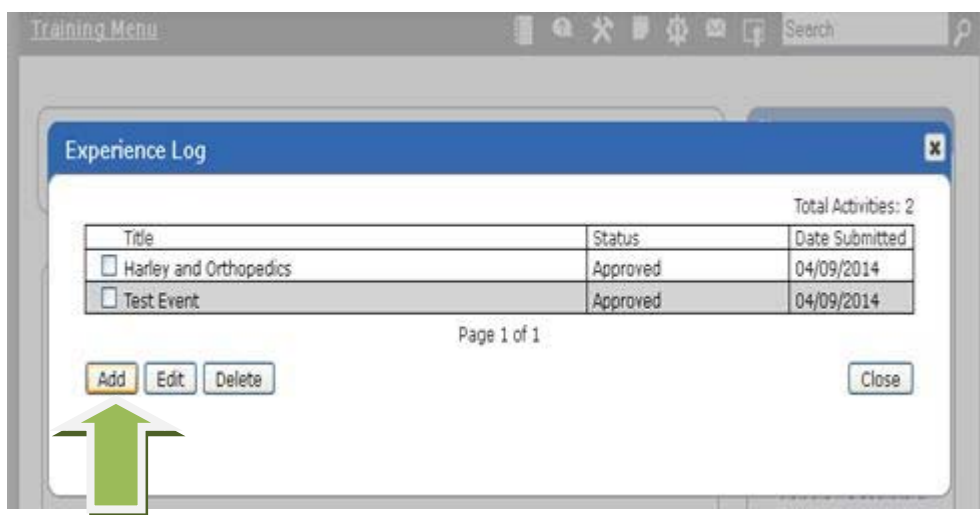
INSTRUCTIONS TO LOG COURSE CREDIT FOR DISTRICT/SECTION/CHAPTER MEETINGS

Step 1: From the ITE website click on the **Learning Hub** Tab and Select [Log into Your Learning Hub](#). If you do not have an ITE account, create one (it is free); click on “Create a new account” to do so.

Step 2: Select the 1st Icon called the “Experience Log” on the top toolbar (Looks like a Note book)



Step 3: Select the ADD button



Step 4: Fill in this information. **IMPORTANT**

Title- District or Section or Chapter Meeting Name

Organization: ITE

Date of event: e.g. 12/01/2014

Accrediting Agency: ITE PDH

Credits: (Total number of credits for sessions attended. e.g. 30 mins = .5 pdh; 1 hr = 1 pdh; 90 mins = 1.5pdh)

Type of Activity- Select from drop down box- ITE Chapter/District Meeting or Conference

Activity Description: If applicable enter your FL PE license number. e.g. FL PE 1234567; if not applicable enter none.

Select SUBMIT. Your E-transcript will be ready in two weeks from submittal.

The screenshot shows a web browser window displaying the 'Experience Log' form. The form is titled 'New CME Activity' and includes a legend indicating that an asterisk (*) denotes a required field. The form fields are as follows:

- Title: District or Section or Chapter Meeting Name
- Organization: (empty)
- Type of Event: (empty)
- Date of Event: 12-01-2014
- Hours: (empty)
- Country: Select a Country (dropdown menu)
- Address: (empty)
- City: (empty)
- State: Select a State (dropdown menu)
- Zip: (empty)
- Accrediting Agency: ITE
- Credits: 1.5
- Activity Type: ITE Chapter/District Meeting or Conference (dropdown menu)
- Activity Description: If applicable your FL PE license number. (text area)
- Notes: (text area)

At the bottom of the form, there is a 'Files' section with a 'Click to add files' button. A note below the form reads: 'Click the button below to add files to submit. Multiple files can be added. To remove a file, click the red x button.'

Step 5- View E-transcript from the last icon

